

This study revealed that while the current Fitness Reporting system is good, further improvements can be made in the form and the reporting system. (TAB B). The shortcomings are highlighted in the following summary together with proposed solutions:

Problem

1. The varying rating scales of seven, six, and five degrees in sections B, C, and D respectively, of Form 45, increases the difficulties of effective fitness reporting for the rater, and causes confusion in subsequent use for management purposes.
2. Rating of Personal Characteristics (Sec. D; Form 45)
This item does not serve a useful purpose.
3. Indications of inadequate participation by reviewing officials in achieving consistent and realistic ratings.
4. No opportunity is provided for an individual who wishes to comment on any part of his fitness report.
5. The current system does not place sufficient emphasis on the rating of managerial and supervisory responsibilities.

Solution

1. Have one clearly defined rating scale of five degrees for all ratings. This should eliminate the necessity for any segment of the organization to add any statement to the report in regard to the standards under which the report was executed.
2. Eliminate this manner of evaluation of personal characteristics and make provision in other parts of the report for such evaluation. A low or high evaluation of a personal characteristic is better handled through a comment in the narrative section of the report.
3. Eliminate the opportunity in current form for reviewers to simply check a box to indicate their evaluation of the individual as the reviewing official. Augment instructions for the reviewing official to provide guidance on the type of evaluation desired. Provide ample space for comments.
4. Provision has been made on the form and in the instructions for the individual to attach a memorandum to the form regarding the rating. *and to formally record the fact that he has done so.*
5. The revised form and the instructions have been augmented to require a greater response in this regard.

STATINTL

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